

Garnishments - Create

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/1/04	K Clark	Script standards
10/17/05	L. Terry	Edits
1/17/2007	Kelly Welsh	Edits

Purpose

Use this procedure to create a garnishment for an employee.

Trigger

Perform this procedure when a garnishment document is received by the agency.

Prerequisites

The employee must exist in HRMS.

Menu Path

- Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

The Garnishment Administrator will use this to create a garnishment document for an employee.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

Maintain HR Master Data

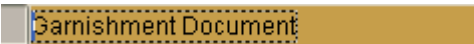
The screenshot shows the SAP 'Maintain HR Master Data' interface. The search criteria are set to Personnel no. 00005516, Name Johnny Johnstone, PersArea 1500, PSubarea 0001, EESubgroup 00, and Status Active. The 'Basic Personal Data' tab is selected, showing a list of infotypes with checkmarks. The 'Infotype' field is set to 'STy'.


2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 000007060

3. Click the  tab.

4. Scroll down the list of infotypes.

5. Click the grey box to the left of  to select.

6. Click  (Create) to create a new record.

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Processes :
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HRMS Training Documents

Create Garnishment Document

Create Garnishment Document

Order Calculate end date Review

Personnel No. 7060 Name Johnny Johnstone

PersArea 1500 General Administration EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Active

Start 12/21/2004 to 12/31/9999

Garnishment Document

Case no. ☒ Internal no. 0002

Status Active Received 12/21/2004 Released

Priority ☒ Jurisdiction Washington Category ☒

Vendor Originator

Name Name

Street Street

City City

Zip code State Zip code State

Plaintiff ☐ Issue Separate Check to Vendor

Remittance

Send answ. Elapsed days

Service Ch First reply





Personnel numb... Name

00005516	Michael Allen
00005531	Hillary Adams
00005590	Andrew Allen
00005646	Tom Allen
00005687	Alice Adams
00005709	Erin Allen
00005724	Tom Adams
00005746	Peter Allen
00005761	Alicia Allen
00005812	Gary Allen
00005863	Grace Allen
00005898	Steven Adams
00005920	Steven Allen
00005968	Oscar Austin
00005969	Lisa Alsop
00005970	George Ager
00005971	Sheridan Adams
00005975	Beth Adams

501 ssvaphrtedci INS



State of Washington HRMS

7. Complete the following fields:

Field Name	R/O/C	Description
Start	R	<p>This is the date on which a record begins. Example: 4/25/2007</p> <p> Garnishments must be started on the actual check date of when you want the deduction to be taken. For example, the start date for a garnishment that should be taken from the 1st – 15th pay period would have a start date of 4/25/2007.</p> <p> Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (pay date) falls on another date, you will need to use that date.</p> <p>Example: In November, because of the Thanksgiving Holiday, the actual check date (pay date) frequently falls on the 23rd of the month. The <i>to</i> date in this example would be 11/23 because this is the actual check date for the pay period; you would not use 11/25.</p>
To	O	<p>The actual check date in which the last deduction should be taken. Example: 4/25/2007</p> <p> If the garnishment is a Writ, the date should fall on the last actual check date for the pay period of the deduction. If the garnishment is not a Writ, the date should remain 12/31/9999.</p> <p> Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (pay date) falls on another date, you will need to use that date.</p>
Case no.	R	<p>This is the ID number of the garnishment document case. Example: 123-0567</p>
Status	R	<p>This allows you to track and define whether the garnishment will run through payroll. Example: Active</p>
Received	R	<p>This is the date the garnishment is received by the agency and entered into HRMS. Example 04/04/2007</p>

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Field Name	R/O/C	Description
Priority	R	This establishes the order in which a like garnishment will be deducted from payroll. Example: 01
Jurisdiction	R	This is the state in which the person is employed. Example: Washington  The default is WA for Washington State.
Vendor	R	This is the payee for the garnishment. Example: 77 (Garnishment Pay GL5189)  Use Search Term or Name to assist in finding vendor payee. Refer to the Garnishments Job Aide for valid search terms.

8. Choose one of the following for the *Category* field:

If garnishment type is	Then select Category
60 Day Writ of Garnishment	W-Writ
Mandatory Wage Assignments which includes other court orders	C-Creditor -Court
Child Support	S-Support
Federal Delinquent Tax Levy	F-Federal Tax
Federal Tax Notice of Payment Arrangement	N-Fed Tax Notification
State Delinquent Tax	T-State Tax
Voluntary Wage Assignment	V-Voluntary Assignment








Service Charge is only to be selected when a processing fee is to be collected as part of the garnishment. The system will determine if there are enough monies to collect the processing fee or not.

9. Click  (Enter) to validate.
10. Click  (Save) to save and continue.

Create Garnishment Order

11. Complete the following fields:

Field Name	R/O/C	Description
Rule Non-exempt	R	<p>This is a description of the rule for determining disposable earnings.</p> <p>Example: 001</p> <p> Click  (Matchcode) to open the selection list.</p>
Initial Balance	O	<p>This is the beginning balance on the garnishment.</p> <p>Example: 100.00</p> <p> A Writ is the only garnishment category that requires an <i>Initial Balance</i> amount.</p>

Field Name	R/O/C	Description
Deduction Value	R	<p>Description of the deduction.</p> <p>Example: 250 (dollars)</p> <p>Example: 30 (percentage of net payroll)</p>  <p>Deduction value is a percentage or amount that defines how much pay will be garnished.</p>
Deduction Rule	R	<p>Description of the deduction.</p> <p>Example: Per Pay Period Amount</p> <p>Example: Percentage of Net</p>  <p>When entering a percentage always select "Percentage of Net" so that the disposable earnings calculation is used in determining garnishment amount/limit.</p>



Order Type FT-Federal Tax does not accept deduction information. However, it will require supplemental information which includes filing status and number of exemptions provided by the employee.

12. Click ☐ Exempt if applicable.

13. As required, complete/review the following fields:

Field Name	R/O/C	Description
Value	<input type="radio"/>	Example: 334.75
Unit	<input type="radio"/>	Example: Pay period amount



The exempt amount is used to ensure the federal limit is followed. This area can also be used if the garnishment places a limit higher than the federal limit for exempt earnings.



An additional amount for exempt earnings can be entered in the additional amount area.

14. Click  (Save) to save.

Result

You have created a garnishment for an employee.

Comments